

# **RULES *and* REGULATIONS**

**For the Management  
and Protection  
of the**

**City Water Works  
of  
Newark, Ohio**

**1916**



**As Adopted by the Director of  
Public Service 1911**

**Amended 1916**



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THE AMERICAN TRIBUNE



## Section 3958 of The General Code of Ohio

For the purpose of paying the expenses of conducting and managing the water-works, such director may assess and collect from time to time a water rent of sufficient amount in such manner as he deems most equitable upon all tenements and premises supplied with water. When more than one tenant or water-taker is supplied with one hydrant or off the same pipe, and when the assessments therefore are not paid when due, the director shall look directly to the owner of the property for so much of the water rent thereof as remains unpaid, which shall be collected in the same manner as other city taxes.

# Rules and Regulations

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**Rule 1.**—Water service connections will not be made at any premises until the owner or his duly authorized agent has made application therefor, upon a form prepared for the purpose, and signed a contract agreeing to be responsible for the water rent on said premises.

**Rule 2.**—No person other than the properly authorized agents of the Department of Public Service and acting thereunder, will be permitted to tap or make any connection with the main or distributing pipes of the waterworks.

**Rule 3.**—A single service pipe, intended to supply two or more distinct premises or tenements must be provided with separate and distinct curb cocks for each tenement, to be placed on the outside of each premises on the sidewalk, or in the public alley, opposite the same, as the water department may direct.

**Rule 4.**—Persons taking water must keep their service pipes and fixtures connected therewith in good repair and protected from frost at their own expense, and must prevent any unnecessary waste of water.

**Rule 5.**—No addition to or alteration of any taps, pipe, water-cock or other fixtures, shall be made, or caused to be made by persons taking water, except through a duly licensed plumber, and by permit obtained from the water department.

**Rule 6.**—Water consumers having a non-metered service in use prior to city's purchase of old plant and continuously since, will not be allowed to supply water to others, except by special permit from the water department. If found doing so, the water will be shut off and the offending consumer be required to install a meter for service.

**Rule 7.**—If a hydrant, street washer or hose is found out of order, or leaking or converted into a jet or jets or is suffered to run when not used by a person engaged in sprinkling, the water will be shut off if not metered, and only turned on again when a meter is installed.

**Rule 8.**—Steam boilers taking water from the waterworks, will be required to have tanks that will contain an ample supply of water for ten hours, in case the water is shut off for any purpose. The city will not be responsible for any accidents or damage should such be sustained by a violation of this rule.

**Rule 9.**—All rents other than those on meter are due and payable quarterly in advance, on the first of Janu-

ary, April, July and October, excepting exclusive sprinkling service, which are for the season, and are payable one-half each on the first of April and July. Failure to receive notice by mail shall be no excuse for not paying at the stipulated time.

**Rule 10.**—All rents on services not metered being unpaid on the last day of the month in which said amount is due shall be termed delinquent and the water shut off. No permit to renew said service will be granted until the delinquency has been paid and the consumer agrees to install a meter for future use.

**Rule 11.**—Whenever there is a transfer of ownership of real estate, upon which there was a non-metered water service, said transfer shall cancel all former agreements, understandings, permits and privileges, and said new owner shall be required to make application for water on meter the same as in a new application for water.

**Rule 12.**—The Water Department reserves the right to order any non-metered consumer to install a meter for further use, even when complying with all the rules of the department, by giving thirty days notice of such refusal to continue the service, the metered service being the only just method of ascertaining the amount of water assessment that may be charged against the premises.

**Rule 13.**—Meters will be read quarterly on or before the first of January, April,

July, October, of each year, and bills will be rendered on the fifth of the month, and if paid on or before the 15th of the month of issue, a discount of 10 per cent will be allowed. Failure to receive notice by mail will be no excuse to save the discount.

**Rule 14.**—All water rates are assessed against the premises, and not against the occupants thereof. If the owner of the premises elects to have his tenant or lessee pay the water assessment, and they fail to do so, the owner is responsible and the department may certify the amount of said unpaid water rent to the county auditor to be collected the same as other taxes, or the water shall be turned off at the curb-key for non-payment of water rent, not turned on again until all charges against the same are fully paid for.

**Rule 15.**—All water rents become delinquent on the 31st of the months of issue, viz., January, April, July and October, and shall be shut off without further notice, it being deemed sufficient notice of such assessment being due when the original cards mailed the consumer or owner. When shut off it shall not be turned on again unless the amount is paid in full and an additional charge of one dollar may be made to reimburse the water department for losses in time, etc., sustained by such delinquency of the premises.

**Rule 16.**—If a meter gets out of order and fails to register the consumer will be



charged at the average daily consumption, as shown by the meter when in order. All water that passes through a meter shall be paid for whether used or not. The water department reserves the right to repair all meters whenever necessary at the expense of the owner.

**Rule 17.**—The authorized agents of the Director of Public Service shall have free access at all reasonable hours of the day to all parts of the premises to which water is supplied, and upon discovery at any time of any irregularities in making attachment, the water may be shut off without notice, until a remedy has been provided satisfactory to the water department, and a fee of one dollar paid as an equivalent for the loss and damage sustained and labor and time spent in turning on and off the water.

**Rule 18.**—All water connections installed shall be supplied by meter only. The meter shall be furnished by the city and to be paid for by the consumer; no water will be supplied under existing meter rates, except through meters owned by the owner or tenant; the rates established being based on such ownership of meter as being equitable and just.

**Rule 19.**—Where real estate or other property upon which there are waterworks fixtures, is transferred from one party to another, the waterworks must be notified and all charges against the same paid in full. When this is not done and the trans-

fer becomes known through the department, the water will be shut off immediately.

**Rule 20.**—The flat rates as long as they are permitted to be used, and the minimum or ready-to-serve rate on meters, must be paid for the entire time whether the premises are occupied or not; unless the owner or tenant notifies the department immediately upon such vacancy of such fact and requests the department to shut the water off.

**Rule 21.**—Where the tenant pays the rent or assessment the owner of the premises, must immediately notify the water department of any change of tenants or to whom accounts shall be rendered and when not so reported the department will look primarily to the owner for such rent or assessment.

**Rule 22.**—No contractor shall use water from any service, unless the same be metered, for building purposes without first making application for the same to the water department, and securing a permit to use water; all owners or occupants are strictly prohibited from furnishing water as aforesaid or allowing the same to be taken from their service pipes unless the permit has been obtained from the water department: any failure to heed the rule will result in shutting off the water.

**Rule 23.**—When manufacturers and others desire fire protection, application must be made to the Director of Public Service; said application to be accompanied by a

diagram showing in detail the service requested. The line must be separate and distinct from the main to the property and no attachments for any other purposes than for fire will be permitted. The water department reserves the right of inspection at all times, and for such inspection an annual fee of \$1.00 will be demanded; and also reserves the right to seal any and all connections, which seals can only be broken in case of fire; should a seal be broken from any other cause the same must be reported to the water department within 24 hours.

**Rule 24.**—If any consumer or owner neglects or refuses to pay for repairs found necessary to be made to meters, or for water furnished, or permit any waste or use of water contrary to the provisions of these rules or ordinances for the management and protection of the city waterworks, the water will be turned off without any preliminary notice, and not turned on again until all such charges and damages shall have been paid.

**Rule 25.**—Any plumber wishing to obtain permission to make connections or attachments to the service pipes of the waterworks shall, before receiving a license permit to do so, state his willingness, and agrees to be governed by all and singular the rules and regulations of said water department as adopted and passed by the Director of Public service, and be subject to all rules, penalties and conditions heretofore or that may be hereafter adopted for the government of the waterworks.

**Rule 26.**—No plumber shall, after making any connections with the service pipes, or after making repairs, or putting in any new attachments, leave the curb-stop open and the water on the premises without permission from the water department.

**Rule 27.**—Any plumber leaving water turned on without the permission of the water department shall be held responsible for all water so used.

**Rule 28.**—Service connection will be furnished to the property line on such services where the pipe can be driven from the street across the sidewalk; in all cases where excavations are made beyond the property line, for storage or any other purposes and a wall is built of stone, concrete or other material, the water department only furnishes the line to the outside of the structure work. Whenever it may be beyond the property line, all fittings, valves, etc., shall be at the expense of the consumer.

**Rule 29.**—In furnishing the line from the street, the City Water Department will determine the size of the tap to be made in the water main under any application, and in no event will one consumer be granted a larger size unless said consumer pays the difference in cost of such increase desired over the standard tap as usually made.

**Rule 30.**—**Tariff or Water Rates as Established:** Ready to serve rate, \$4.00 per annum. (Every consumer agrees to use \$4.00 worth of water in a given year; if

not, they agree to pay the \$4.00). Up to 8,300 cubic feet per quarter, 15c per 100 cubic feet; 8,300 to 33,300 cubic feet, per quarter, 12½c per 100 cubic feet; 33,300 to 66,600 cubic feet, 10c per cubic feet; 66,600 upwards, per quarter, 8 1-3c per 100 cubic feet; subject to 10% discount if paid in 10 days after mailing statement; positively no discount after that date. Should the quarterly consumption exceed 1,500,000 cubic feet a rate of 41¼c per 1,000 cubic feet, but not subject to discount.

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## Water Waste by Leaking Fixtures

At the lowest pressure, 75 lbs, city mains (invariably the pressure is 25% higher than in table, and the waste will be larger.

### Gallons Discharged Per Hour at Following Sizes of Streams:

1-16	1-8	3-16	1-4	3-8	1-2
57	229	513	1429	2052	3660

To find number of cubic feet divide by 7½.

## How to Test Your Meter

A meter will not register more water than passes through it, popular opinion to the contrary notwithstanding, and if surprised at the amount of your bill, test your meter; it requires no expert to do it and a simple method is this. See that no water is being drawn from any of the fixtures and watch the circle on the dial registering the smallest number of cubic feet. If the hand moves at all there is a leak somewhere, the extent being shown by the movement of the hand. If this is the case find it and have it stopped. Finding no leak (the hand remaining stationary) draw into a tank or vessel, of which you know the exact contents, an amount of water, and you will find on referring to the dial that too much has not been registered; it may be less—more never.—From “Rules of Mansfield Waterworks.”

### REMEMBER.

A meter in working order registers NO MORE water than passes through it.

